

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. 40-7/1

9 March 1950

SUBJECT: Revision of Property Accountability Records

1. Pending publication of a revised property and supply accounting manual, individuals presently appointed to maintain property records for each using activity will comply with instructions set forth herein:

a. Responsible Officers: Records maintained by Responsible Officers will, except as outlined below, be discontinued. Information pertaining to quantities of items or other problems arising relative to a Responsible Officer's sub-account may be obtained from the property records maintained by their respective Property Accountable Officer. Responsible Officers will be responsible for the proper use, protection, and movement of any government property which may come within their custody or control and will continue to initiate requests for supplies, equipment, or services in accordance with current procedures. Responsible Officers under the jurisdiction of [REDACTED] Offices will be required to maintain a Voucher File containing receiving and issue documents; and Form No. 36-99, Employee Property Issue Record, reflecting withdrawals of non-expendable portable items from activity location.

b. Property Accountable Officers: Property Accountable Officers will discontinue the maintenance of files for each Responsible Officer's sub-account. However, postings will be made on Form No. 36-14, Stock Control Card, as heretofore. One copy of each debit and credit voucher will be maintained numerically in the Voucher File. In addition to maintaining a Voucher File and Form No. 36-14, Stock Control Card, the Property Accountable Officer will establish and maintain, Form No. 36-99, Employee Property Issue Record, in accordance with instructions outlined on reverse side of form. Form No. 36-99 will be prepared for each employee who has in his custody or is later issued items of a non-expendable portable nature.

2. Disposition of Excess Items: All employees charged with the care and custody of property of a non-expendable portable nature will be responsible for the return of same, to the Accountable Officer, when it becomes excess to their needs. In the event an individual returns only a portion of the total items charged on Form No. 36-99, the Accountable Officer will indicate the date of receipt and initial in the space opposite the item or items returned. In the event that all items are returned, a vertical line will be drawn in the "Property Returned" portion of the form, beginning with the first and ending with the last

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item. The Accountable Officer will sign in the space provided in the lower right hand corner on the face of Form No. 36-99. Property of a non-expendable portable nature received by an Accountable Officer will either be reissued, using the above prescribed procedure, or will be considered surplus to the needs of the activity and returned through normal supply channels.

3. Property Clearances: In the event an employee is separated or transferred from the activity to which he is assigned, the Accountable Officer will be responsible for determining that all items charged on Form No. 36-99, Employee Property Issue Record, are returned in such condition as received, reasonable wear and tear excepted, before issuing a property clearance for the employee concerned.

4. Audit: Property records maintained, as outlined above, will be subject to inspection and audit by the Audit Group, Services Division, AS.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Captain, USN
Executive